

Wookey Primary School

2024-25 Prospectus



Together we learn and grow

Wookey Primary School is a team made up of the children, parents, staff, governors and local village community of Wookey. We know that, for children to achieve their best, we all need to work together in sharing successes, ideas and challenges. By supporting and listening to each other, we learn to raise standards and expectations, making sure that the children leave our school as ambitious, independent, resilient and kind young people.

Please enjoy reading a little about us here, then come and meet us face-to-face to feel and see the team in action.

Our Vision

It is our view that success as a school is achieved only through engagement of all stakeholders; children, staff, parents and governors. We will work together to:

- develop resilient, confident and emotionally intelligent children who demonstrate a love for learning that enables them to be active citizens who achieve all they want to in life.
- ensure our children thrive academically, mentally and physically in a nurturing environment.

Our Values

We will achieve our vision through our core values of 'engagement', 'independence', 'respect' and 'resilience'. Our school curriculum has our values at the centre of it. Our values will be woven throughout teaching, planning and communication. Each value can be seen through a number of characteristics and behaviours:

- Engagement - children build relationships, ask questions, generate ideas, try alternatives, plan and research, be curious, love learning.
- Independence - children evaluate strengths, have pride in their learning, are organised (in time and resources), are creative, show initiative, take responsibility
- Respect - children understand consequences, are mindful of others' feelings, find resolutions to reach agreed outcomes, collaborate, listen to others, respect difference, identify improvements that would benefit others as well as themselves, respect views that may differ from their own
- Resilience - children persevere, problem-solve, invite feedback, deal positively with praise and setbacks, manage emotions, show confidence

Our Ethos

- We learn as much from our children and their individual strengths and interests as they do from us as a staff team. We value their input, and they know that they are valued. Wellbeing is a priority and is embedded in all of our work - happy children can learn.
- We want our children to be the best versions of themselves, aim high and value learning for its own sake.
- We ensure that our children experience all kinds of learning, with relevant practical experiences built into our school curriculum. We adapt our model of learning when it is unsuitable for individual children.
- We believe that children should be involved in their learning and our teaching should be adapted to the interests and responses of the children.

History and Context of our School

Wookey Primary School is a village Community School run by Somerset Local Education Authority. At the time of writing, we have 96 pupils on roll across four classes as well as a busy preschool class called Little Acorns.

The school is situated on the edge of the village of Wookey, with beautiful views across to the Mendip Hills in an area of outstanding natural beauty, just under two miles from the Cathedral City of Wells. Wookey is a thriving village with a strong sense of community.

The school was founded in 1844 by St Matthew's Church, Wookey. Alumni include HG Wells who, in 1880, joined the school as a pupil tutor for a short period, following his uncle who was Head teacher at that time. The school has obviously seen many changes since the Victorian era and now possesses more modern accommodation but still maintains much of its original character.

The main school building consists of two classrooms, a small work area, a large hall and library and the former schoolhouse, which incorporates the administrative part of the school. There are two further classrooms next to the main school building, all set in extensive grounds. We have a spacious playing field with an environmental area, two vegetable gardens and workout equipment. There are also two playgrounds with table tennis tables, a traverse wall and an undercover play space.

Parents have a positive role to play in school, helping teachers and children in many areas such as reading, art and craft, cooking and gardening and during visits. The School Association (WSA) helps to raise funds for equipment and activities by organising many social events throughout the year.

In the latest Ofsted Report (September 2019) the school was judged as good.



The School Day

Our school day starts at 8:50am and finishes at 3:20pm. Children may arrive at school from 8:45am. We run a daily walking bus from the village into school, starting at 8:30am which gives the children a positive, active start to the day and also reduces congestion in Castle Lane behind the school. We also offer a 'drop and go' service for parents in our school car park from 8:45am. Morning break is from 10.30am until 10:45am lunchtimes are staggered and run from 11.30am until 1.05pm.

Wraparound Care

The school has an established before and after school care provision. There are a number of different options for sessions and the accompanying charges. Further information and initial registration is available via the school office and once you have registered your child, bookings and payments can be made via our online system, Scopay.

Lunches

We are able to offer hot meals every day of the week, supplied by The Fabulous Lunch Company. Children in Reception, Year 1 and Year 2 are eligible to have free school meals under the Universal Free School Meal system introduced on 1st September 2014. Children in KS2 (i.e. Years 3 - 6) can order and pay for meals in advance via our online payment system, Scopay. Children can bring their own packed lunch with a drink, preferably in a reusable lunch-box and drinks container. Families on income support are entitled to free school meals; details are available from the office.



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Clubs and Additional Opportunities

We endeavour to provide a wide variety of extra activities for our pupils to enjoy that take place at the end of the school day. Over recent years we have been able to offer cross country, football, multi-skills, chess, lego, STEM Club and science. Some of these activities, if provided by external companies, may be charged.

Each year a number of class or group outings take place which support the children's learning. We also take our oldest children on a residential trip. These are very beneficial experiences, but ones for which a voluntary contribution is requested (please see the school's charging and remissions policy for more information). We also make good use of our local environment for a variety of curricular linked local walks throughout the year.

Homework

We do not overload families with homework as we value the additional learning experiences many have at home and we want to ensure everyone has the time to focus on their priorities.

We expect all families to read at home with their children at least three times a week. We acknowledge the many studies that show a correlation between reading and good mental health, opportunities in life and even life expectancy. We reinforce these messages and choose books at school to inspire and encourage this crucial habit from the very start of a child's time at our school.

Children are also expected to practise times tables/number facts and spellings at least three times a week to support their learning in class. There is also a half termly, voluntary project linked to the wider curriculum that

Class Organisation

Our children are organised into four classes: Rowan Class - Year R; Oak Class - Years 1 and 2; Willow Class - Years 3 and 4; Chestnut Class - Years 5 and 6



Special Educational Needs (SEND)

We have a strong commitment to inclusive education and aim to involve all children in all aspects of school life. Provision for them is made in consultation with parents and support services. On-going reviews will aim to ensure that any child with additional needs is able to access learning at an appropriate level, while participating fully in school life. It is our aim to identify children with special educational needs as early as possible in order to provide the support necessary to meet these needs and allow children to have access to the National Curriculum. We recognise the importance of working with parents and will consult with support agencies where we feel this is appropriate.

Children identified as having additional needs will have a support plan which will have targets to work towards and which will be shared with parents and pupils. For more information on SEND please see the school's SEND offer on the school website.

Equality

The promotion of equal opportunities is recognised by all the staff and governors at the school. We aim to ensure that all pupils regardless of race, religion, gender, background or ability receive a broad and balanced curriculum and have equal opportunities in all aspects of school life. For more information, please see our equalities policy and objectives on the school website.

Relationships and Sex Education (RSE)

Our Sex and Relationships policy is available on our website or via the school office. Parents wishing to withdraw their child from Sex Education should in the first instance discuss this with the Headteacher.



Starting School

Admissions to our school are outlined in our admissions policy which is available on our website or from the school office. We are very happy to show parents around our school, and welcome enquiries. We do not offer open days as we prefer families to visit on a 'normal' school day to get a better feeling for how we operate.

New Reception children starting school will initially attend on a part time basis, with time increased gradually so that they are full time within usually the first three weeks. Parents are fully involved in the period of transition into our reception class, whether children are moving up from our Little Acorns Playgroup or from external playgroups.

Older children joining our school, having moved into the area are welcomed into the school community and supported as they settle into our school.

In-year Admissions

Somerset County Council is our Admissions Authority. We can process admissions to year groups that are under our Planned Admission Number (PAN) of 15 but if a year group is at or above PAN, applications have to be agreed by SCC.

If your child is older and transferring to us from another school, a telephone call to the office will provide an opportunity to find out whether or not we are likely to have space in the year group and information on how to apply. Following this initial conversation, a visit is organised, and we strongly recommend that your child is part of this visit.



Our Preschool, Little Acorns

Little Acorns is the name of our preschool class which has been running in the village of Wookey for over twenty five years, previously as a playgroup and latterly as part of our school. Since bringing Little Acorns within our school, we have been able to provide excellent transition and a great level of support - socially, emotionally and academically - to ensure that your children have the best start to their schooling life.

Our Aims:

- To enhance the development and education of children under school age in a parent-involving community-based group.
- To provide a safe, secure and stimulating environment.
- To work within a framework that ensures equality of opportunity for all children and families. We offer your child:
- A specially tailored curriculum leading to the Early Learning Goals.
- Individual care and attention made possible by a high ratio of adults to children.
- Fun and friendship with children and other adults.
- The support of a personal keyworker.
- Opportunities for you and your family to be directly involved in the activities of the group and in your child's progress.

If you are interested in finding out more please do not hesitate to contact us and arrange a come and play session for you and your child.



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Communication

Communication

Our primary method of communication is through the Seesaw learning platform and through the Wookey Weekly newsletter. Parents' meetings are held during the Autumn and Spring terms in order to discuss children's progress. In the Summer term, parents receive a written report. Parents are welcome to come into school to speak with their child's teacher at any time during the year, contacting the teacher via Seesaw in the first instance to raise any issues, ask questions or organise an appointment.

Seesaw

We ask all parents to sign up to Seesaw and to install the app on their mobile phone. Seesaw is used in a variety of ways, including:

- Sharing school news and issuing reminders
- Enabling parents to contact school staff with questions or queries
- Sharing newsletters and other letters
- Sharing learning experiences the children have had and work they have produced.
- As an online learning journal which moves through the school with the child.
- Enabling online learning activities

You can find out more about how Seesaw stores personal data [here](#).



Wookey School Association

The Wookey School Association (WSA) is the school's parent/carer-teacher association, which raises funds and organises social activities to support Wookey School. It provides fun events for children and their families throughout the year. Being involved with the WSA is a great way to meet other parents and staff at the same time as raising funds.

Events organised by the WSA include a Christmas fair, quiz nights, summer barbeque, cake sales and family bingo, as well as supporting school events.

Funds raised have contributed towards some great things for the children, including books for our library, an outdoor learning area, a reading log cabin, additional sports equipment, multimedia projectors and screens, iPads and coach hire for external trips.

If you are a parent or carer interested in getting involved, or a local business who would like to offer resources or support, just ask in the school office for more details.



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Safeguarding

A culture of safeguarding is embedded into everything we do at Wookey Primary School. We have two staff members, Mrs Davies and Jess Main, who are specifically trained as the Designated Child Protection Leads within school. Ms Alyson Mair is our Governor with responsibility for Safeguarding matters.

We would always hope to share any concerns we may have about your child with you, at the first opportunity. However, part of our legal duty to safeguard your children, may also include us needing to consult with and take advice from other agencies such as the Police, the local safeguarding boards or Children's Social Care. By working closely together with you and our partner agencies, we firmly believe that we will continue to offer a safe learning environment for all our children.

Safeguarding is everybody's business.

If you are worried about a child or young person who could be in danger, please contact:

- ***Children's Social Care on 0300 123 2224***
- ***by email at childrens@somerset.gov.uk***
- ***or the police***

You can contact the police directly by dialling 101 and they will discuss with Children's Social Care what action should be taken. In an emergency always contact the police by dialling 999.

Designated Safeguarding Lead - Mrs Laurie Davies
Deputy Designated Safeguarding Lead - Miss Jess Main
Safeguarding governor - Ms Alyson Mair



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Attendance

Our [Attendance Policy](#) can be found on the website. It states that “We recognise that positive behaviour and regular attendance are essential in enabling pupils to get the most from their school experience, including their attainment, wellbeing, and wider life chances.... The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have.... Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly, on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.”

Punctuality

Lateness is disruptive to children's learning. A child arriving late prevents a teacher from teaching and other learners from learning. All teachers have timetabled a short daily task which supports retention and recall of learnt material. If this is missed, children will find it harder to have positive learning experiences.

In line with safeguarding requirements, no adult will be admitted to the school site after the bell has rung at 8.50am. Arrivals after this time for any reason, should come to the red gate where a member of SLT will open the gate for children to go straight to their classroom.

Absences

If your child is absent from school please phone, email or Seesaw message the school office - by 9.00am at the latest and preferably earlier - to let us know the reason for their absence, so that we can fill in the class registers correctly. If we do not receive a phone call on the first day of absence we will phone to check why your child is absent. Holidays in term time are only authorised in **exceptional** circumstances. Please ask the office for a request for a term time leave form at least two weeks before any planned absence.

If we feel your child is unwell during the day and is unfit to be in school we will contact you. If your child has sickness or diarrhoea they must not return for 48 hrs.

Any request for medication to be given in school must be in line with our policy. Inhalers for asthma and epi-pens will be kept in school after discussion about your child's needs.



Emergencies

If your child has an accident or is unwell we will contact you as quickly as possible. For this reason it is important parents fill out the contact form provided when a child starts school. Any change of information should be notified to the school office at the time of the change. Please make sure we can contact you by ensuring your mobile is on when out.

Availability of Information

DFE regulations require us to make certain items of information available at the school to parents and the public. This includes information such as:

- Statutory test results
- A range of policies
- Governor minutes
- Budget Information, including that related to the pupil premium and PE grant.

Charging and Remissions Policy

Our charging and remissions policy is available on the website or from the school office.

Voluntary contributions may be invited for some school activities and transport costs. Where this is the case, parents will always be informed at the outset. The activity may not take place if insufficient funds are raised.

Complaints

We hope that any concerns or complaints that parents might have can be resolved by discussing them with staff. To this end, the Headteacher and the staff make themselves available to be seen on a formal or informal basis whenever the need arises. If attempts to solve the complaints at this level fail, there is an agreed Complaints Procedure that must be followed. Copies of this are available on the website or from the school office.



Uniform

Uniform with our school logo is available from South West School wear and at www.swschoolwear.co.uk

For non-PE days:

Plain black or grey trousers, skirt, skort, smart shorts or dress.

White or maroon polo shirt (maroon polos should have a school logo)

School jumper (with logo) or fleece (with logo)

Plain white, black or grey socks

Trainers or black school shoes (trainers should be brought to school every day for active breaks)

Sports Kit - to be worn to school on PE days:

Plain black sports leggings, tracksuit bottoms or shorts.

White or maroon t shirt or polo shirt (maroon tops should have a school logo)

Plain black jumper or school maroon hoodie with logo

Trainers

Children in Reception to Year 2 will need a maroon Book Bag, preferably with the school logo.

Polo shirts and jumpers for Little Acorns are optional, available at the school uniform shop.

Water bottles

All children need a water bottle every day. Only water should be brought into school

Jewellery and make-up

Pupils with pierced ears should wear studs only. Pupils should not wear additional jewellery to school unless agreed for cultural / religious reasons. Children should not wear make-up, nail varnish or false nails/nail extensions.

Hair

Children with long hair should ensure that their hair is tied back. Hairstyles or hair that is dyed should not cause a distraction to others - if in doubt, please ask.

